

31 JAN 1963

MEMORANDUM FOR: Chief, CIA Automatic Data Processing Staff

SUBJECT : SRD Index System Proposal

REFERENCE : Memo to D/S fr C/ADPS, dtd 23 Jan 63,
Same Subject

This Office concurs in the content of the reference and attachment which sets forth basic concepts and an implementation schedule for conversion of the SRD/OS Index. The concurrence is predicated upon the provision that personnel, equipment, space, and funds needed to carry out the proposed index conversion program are supplied by ADPS or DBS. This is necessary as present assets of the Office of Security are required for current OS Operations.

Sheffield Edwards
Director of Security

Attachment

Distribution:

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28 January 1963

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : ADP Study of the Office of Security

REFERENCE : Your memo for D/S and C/ADPS dtd 15 Jan 63,
same subject

This is in response to your request for a status report on the Phase II ADP study of the Office of Security, and of the other DD/S elements.

OFFICE OF SECURITY

1. Attached, for your information, is a copy of an initial Phase II report which together with a set of draft recommendations was sent on to the Office of Security for its consideration.

2. This report is a synthesis of the best judgment of a group of analysts from OS, ADPS, and IBM who have been working on the study for the past half year. It recommends an action program, to commence as soon as possible, leading to the conversion of OS 3x5 index records to "machine language." As this progresses, the plan also calls for a series of computer demonstrations (using Project CHIVE hardware) designed to acquaint OS management with the results available with a fully automated system.

3. OS is currently reviewing the essential elements of information which it wishes to incorporate into the machine language record. This step is basic and of paramount importance because it will dictate the pace and the method of conversion processing. Converting the file is an arduous and time-consuming task. It will take temporary

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SUBJ: ADP Study of the Office of Security

manpower, some rented equipment, and cost about \$90,000. ADPS budgeted for this purpose, and we are now negotiating with OP to determine if cleared pool personnel can be made available.

4. During the full scale conversion of the index to machine language, we will utilize a narrow segment of the index and CHIVE facilities to develop a fully automated system for updating, name checking, and statistical functions.

OTHER DD/S ELEMENTS

Since last September, ADPS has held numerous conferences with DD/S components to ascertain their current and projected ADP requirements. Although a formal set of conclusions and recommendations will be submitted to you in the spring, I think it is possible now to advance some impressions:

1. In a gross sense, the DD/S has no uniform ADP interest that is shared by all its components. Each DD/S office has a specialized mission; they operate independently and possess few system interests in common. There are many management, accounting, statistical, and reporting functions which can be improved through the development of efficient ADP applications. Collectively they represent the "bread and butter" applications of the DD/S. These projects call for a close working relationship between the consumer, who must define his needs; the ADP Staff, which must develop the over-all processing system; and the ADPD, which must evolve the computer programs for actual production.

2. Potential ADP application is most conspicuous in COMMO, OS, and LOG:

- a. COMMO, because of the volume of machine language it possesses and uses in its transmission functions--plus its many engineering applications and special requirements for field computers. (A requirement for an on-line computer installation

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SUBJ: ADP Study of the Office of Security

to perform automatic message switching is presently under study.)

- b. OS, as indicated earlier, because of its critical need for swift and accurate name checking; its plan to reduce case processing time; and, also, for its ultimate desire to tighten and improve the total security process.
- c. LOG, because of its recognized dependence on machine controlled inventories for improving financial management over the procurement and distribution of materiel.

3. ADP efforts within the DD/S can be accelerated by removing the artificial constraints imposed when the 501 was transferred to the Comptroller. ADPD continues to have an operating responsibility for current DD/S applications. ADPS, on the other hand, is charged with introducing changes to these as well as introducing new ones. The gray area in between has caused confusion among DD/S users and planners (cf. my memo to you dated 6 November 1962, subject: ADPS Relationship to the 501).

Chief

CIA Automatic Data Processing Staff

Attachments:

- 1. Memo for D/S dtd 25 Jan 63
- 2. EDP Study of OS dtd 26 Nov 62

cc: D/S ✓

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25 January 1963

MEMORANDUM FOR: Director of Security

SUBJECT : SRD Index System Proposal

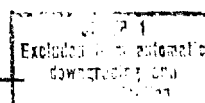
25X1 1. Last February we agreed to continue mutual exploration of EDP potential in the Office of Security. Accordingly, a team composed of Messrs. [] and [] has been actively at work; they have received technical help from Mr. [] and 25X1 guidance from Mr. [], ADPS. 25X1

2. Attached hereto is an initial report of Phase II, EDP Study for the Office of Security. In it you will find details of the SRD Index System briefing presented to you and your staff on 19 October 1962. The heart of this report is the recommendation that the present 3 x 5 index cards be converted to IBM punched cards. Implementation of any future automatic data processing program will hinge on having the basic data in machine language. Conversion to punched cards, therefore, represents an essential first step in this process. No specific recommendation for a computer system is made at this time. However, as our experience and readiness grows we anticipate moving in this direction.

3. My recommendations are, therefore, limited to work which needs to be done during the next 12 months in order to convert the index to a punched card file. This work may be categorized as follows:

a. Finalize the design of an IBM index card. The card example included in the report is a draft suggestion based on an analysis of the kinds of data currently being recorded in the manual index.

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Precise specifications need to be determined for:

- 1) data items necessary in the index card,
- 2) number of card columns required for each data item,
- 3) most desirable arrangement for printing data at top of card,
- 4) editing procedures,
- 5) standard abbreviations or codes,
- 6) key punch and verification instructions.

During the resolution of the above details, provision will be made for compatibility insofar as practicable with the computer system of DDP/RI. Pending Office of Security proposals to adopt a new all numerical file numbering system for OS should also be resolved concurrently.

b. Perform a pilot operation to convert a portion of the present index to punched cards.

The conversion of the total index file to punched cards will be a major undertaking. A pilot operation involving approximately 15,000 cards, is required in advance of this major effort in order to prove the suitability of the card design and the associated conversion procedures. This pilot operation can be accomplished with present OS and ADPS personnel and equipment.

c. Upon satisfactory completion of the pilot operation, convert the entire index to punched cards.

As indicated above, this is a large effort which we will try to complete within nine months after the end of the pilot operation. Editing the manual index cards in preparation for key punching will require 12 editors. Card punching and verifying operations will require approximately 18 key punch

operators. A special group of personnel should be established for the duration of the conversion project to handle editing and card punching functions.

d. Utilizing existing Agency computers, continue system development efforts by preparing and testing pilot programs.

Punched cards will provide an opportunity for some automatic processing by means of conventional punched card processing equipment. For example:

1) Additions to the file may be sorted into alphabetic sequence for filing purposes.

2) Statistical analyses of the additions may be prepared by overt or covert classification, subject or reference type, and any other classifying data that is contained in the punched card.

3) The main index file may be sequence checked on a cyclical basis to correct manual filing errors.

4) The index may be listed to permit auditing or review of indexed data.

However, the most important aspect of implementing these processes is the useful experience that will be gained by OS and ADPS personnel in the establishment of more sophisticated computer processing systems. ADPS will be utilizing existing Agency computers during the file conversion period to develop and test the necessary programs for such systems.

4. The attached report shows an estimated cost of \$92,000 for converting the present index to punched cards. Approximately \$8,000 would be for machine rentals and \$84,000 for personnel. In addition, there would be supply costs of approximately \$7,000 for file trays and cards. You will recall that in our discussion with the DD/S last year, it was agreed that ADPS would budget for

the spade-work. Accordingly, we are prepared to assume costs of equipment and supplies (\$15,000) and also to allocate up to \$75,000 for personnel costs.

5. I am convinced that the program as recommended is a sound and logical one for the Office of Security. Your concurrence and endorsement are requested. I hope you will:

a. Concur in the concept of the basic program as outlined above and in the attached report.

b. Support the one-year conversion and computer development efforts.

c. Endorse continued ADP Staff efforts to extend the use of automatic data processing techniques in OS.

6. If you concur in this paper, I plan to see the DD/S for his general approval, and for his assistance in resolving implementation problems re people, budget, and space.


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Chief,

CIA Automatic Data Processing Staff

Attachment: SRD Index System

CONCURRENCE:


Sheffield Edwards
Director of Security

1/3/63

Date

Distribution:

- Orig & 1 - C/ADPS w/att.
- 2 - D/S w/att.
- 1 - C/SRD w/att.
- 2 - DD/S w/att.

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15 JAN 1963

MEMORANDUM FOR: Director of Security
Chief, CIA Automatic Data Processing Staff


SUBJECT : ADP Study of the Office of Security

REFERENCES : (a) Memo for D/Sec fr C/ADPS, dtd 2 Feb 62,
subj: Preliminary EDP Study of the Office
of Security

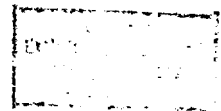
(b) Memo for D/Sec, Compt, and C/ADPS fr
DD/S, dtd 17 Feb 62, subj: ADP Study
of the Office of Security

1. Reference (a) presented a preliminary study of the factors relevant to mechanization of Office of Security index and file operations. It concluded that OS would benefit from the development of an ADP system, to be compatible with the systems requirements of other DD/S elements, and recommended action accordingly. Reference (b) summarized and confirmed agreements which were reached as to the action to be taken and assigned action responsibility. In particular it stated in paragraph 3: "Concurrent with Phase II of the Security Study, the ADP Staff will initiate action to launch a DD/S-wide Systems Study and Development Program for computer operations."

2. Now that a year has elapsed I would like to have a report of your progress to date. Please give me by 1 February reports concerning progress of the ADP Study in the Office of Security and in other elements of the DD/S.


L. K. White
Deputy Director
(Support)

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